

BOARD MEETING MINUTES
KELSO SCHOOL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
9/25/23

The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 6:05 p.m. at the KSD Roy Parsons Board Room as well as on a Zoom online/phone platform.

BOARD OF DIRECTORS

Position 1	Leah Moore
Position 2	Karen Grafton
Position 3	Jeane Conrad - President
Position 4	Mike Haas - Vice President
Position 5	Ron Huntington

CABINET DIRECTORS

Superintendent	Mary Beth Tack (Secretary to the Board)
Chief Financial Officer	Scott Westlund
Director of Human Resources	Holly Budge
Director of Teaching & Learning	Kim Yore
Director of Special Programs	Heather Ogden
Director of Student Services	Gunnar Guttormsen
Assistant Secretary:	Molly Guler

OTHERS PRESENT

This meeting was held remotely as well as in person. Not all names of people in attendance were available online, or partial names were listed. The names of people in attendance are listed as shown/provided: Andrew Larson, and others who did not sign in.

COMMUNICATIONS, CORRESPONDENCE, & INTRODUCTIONS

Recognition of 2023 Principal Appreciation Month - October 2023

COMMENTS & QUESTIONS

No comments or questions were submitted before the meeting.
No comments or questions were made on Zoom or in person at the board meeting.

APPROVAL OF AGENDA

APPROVAL OF AGENDA - Motion Passed

Motion to Approve By: Director Huntington

Seconded By: Director Grafton

Action: Motion passes unanimously

CONSENT AGENDA

APPROVAL OF CONSENT AGENDA - Motion Passed

Minutes of September 11, 2023, Work Session & Board Meeting

Certificated Employment Recommendations

Classified Employment Recommendations

Contracts

Warrants

Donation Request

Motion to Approve By: Director Moore

Seconded By: Director Haas

Action: Motion passes unanimously

UNFINISHED BUSINESS

APPROVED POLICY 4001/4001P PUBLIC INFORMATION PROGRAM - MARY BETH TACK

Outlines the district's efforts with the public. WSSDA has revised this model policy/procedure to reflect HB 1230 – Schools – Public Health Information.

This legislation requires school districts that maintain a website to post a prominent link on the district homepage, as well as the homepage of each school within the district, to information from the Department of Health (DOH) about substance use trends, overdose symptoms and response, and the secure storage of prescription drugs, over-the-counter medications, and firearms and ammunition. The legislation also requires school districts to make the DOH information accessible through communications on the district's social media channels. The required information postings must occur at least quarterly. WSSDA recommendations include public health information and communications by adding a link to the Department of Health on the district's website, as well as incorporating the district's annual report.

Motion to Approve By: Director Haas

Seconded By: Director Moore

Action: Motion passes unanimously

APPROVED POLICY POLICY 2121 SUBSTANCE ABUSE PROGRAM - GUNNAR GUTTORMSEN

This policy is to be updated in conjunction with policy and procedure 4001/4001P.

This legislation requires school districts that maintain a website to post a prominent link on the district homepage, as well as the homepage of each school within the district, to information from the Department of Health (DOH) about substance use trends, overdose symptoms and response, and the secure storage of prescription drugs, over-the-counter medications, and firearms and ammunition. The legislation also requires school districts to make the DOH information accessible through communications on the district's social media channels. The required information postings must occur at least quarterly.

Motion to Approve By: Director Moore

Seconded By: Director Grafton

Action: Motion passes unanimously

APPROVED POLICY 3207/3207P PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING - GUNNAR GUTTORMSEN

HB 1207 requires OSPI, in coordination with WSSDA and in consultation with the Office of the Education Ombuds, to create model language regarding the HIB complaint process, investigations, and contact information for assistance.

- Updated language regarding the definitions of harassment, intimidation, and bullying in the policy.
- Added clarity around investigations and reporting
- Clarification around the submission of reports and incident forms
- Defining "Aggressor"

Motion to Approve By: Director Haas

Seconded By: Director Moore

Action: Motion passes unanimously

APPROVED POLICY 3231 STUDENT RECORDS - GUNNAR GUTTORMSEN

Updates to remove language around withholding diplomas due to fines.

****Update since 9/11/23 reading****

Keep the strike-out version: ~~A diploma may not be released until a student has made restitution for damages assessed as a result of losing or damaging school material or equipment.~~

Add below: Kelso School District may not withhold a diploma for unpaid fees, unless the unpaid fees are related to lost, defaced or damaged Kelso School District property. Further, a diploma may not be withheld for debts that are less than \$1,000, as doing so would violate RCW 28A.635.060.

Motion to Approve (with update) By: Director Grafton

Seconded By: Director Moore

Action: Motion passes unanimously

NEW BUSINESS

HEARD BUDGET STATUS REPORT - AUGUST - SCOTT WESTLUND

Overall, average annual District enrollment (including Running Start) for the 2022/23 school year was budgeted at 4868 FTE. Beginning of June total average enrollment was 4980 FTE, up 112 FTE from budget. Pending any minor adjustments that may come up, this enrollment will be the final average annual enrollment for the 2022/23 school year.

Beginning fund balance as of September 1, 2022, was \$7,104,789. This equates into an 8.62% beginning fund balance of anticipated expenditures and transfers for the 2022/23 school year.

Projected ending fund balance is lowered for August 2023 to \$6,722,255 which is still 8% of our estimated expenditures and transfers. Annual expenditures and transfers will exceed revenue by approximately \$350,000 in 2022/23. The budget for 2022/23 was approved in August 2022 for a deficit of \$595,000.

You will likely note that the month end balance shows an ending balance of just over \$5 million for August. At the end of September 2023, we will receive approximately \$1.98 million in accrued revenue (mostly from grants that we are reimbursed for), with approximately \$270,000 of expenses to be charged back to August 2023. Our net adjustment is approximately \$1.69 million to the positive.

The budget looks good ending the 2022/23 fiscal year.

HEARD FIRST READING OF POLICY 3530/3530P FUNDRAISING INVOLVING STUDENTS - SCOTT WESTLUND

Following WSSDA recommendations as presented.

HEARD FIRST READING OF POLICY 4400/4400P ELECTION ACTIVITIES - SCOTT WESTLUND

Kelso is now working to adopt the policy and procedure for election activities but has followed the guidelines outlined in these documents.

HEARD FIRST READING OF POLICY 6112 RENTAL OR LEASE OF DISTRICT REAL PROPERTY - SCOTT WESTLUND

Adds language that restricts firearms on district real property

HEARD FIRST READING OF POLICY 6882 SALE OF REAL PROPERTY - SCOTT WESTLUND

Addition deals with charter schools within a district. We do not currently have charter schools, but if we do in the future this policy outlines guidelines stating that any sale of district property will first be offered to the charter school

APPROVAL OF RESOLUTION 202324-01 VAPING LITIGATION - APPROVING ALTRIA SETTLEMENT - MARY BETH TACK

This is the second portion of the JUUL litigation.

Motion to Approve By: Director Haas

Seconded By: Director Moore

Action: Motion passes unanimously

HEARD SUPERINTENDENT REPORT - SUPERINTENDENT TACK

- Teaching & Learning team with the PLC (professional learning community)
 - Working diligently with essential learning standards
- Special Education Team
 - Incredible successes in defining and supporting staff and students with disabilities
- Tribal Partnership
 - 1st quarterly meeting with Longview SD/ Kelso SD/ and Cowlitz Tribe

FOR THE GOOD OF THE ORDER

- Director Moore - Legislative assembly meeting on Roberts Rules of Orders

ADJOURN

BOARD MEETING ADJOURNED @ 6:31 pm

X

President

X

Secretary